

ARKANSAS INSURANCE DEPARTMENT  
LICENSE DIVISION  
1200 WEST THIRD ST.  
LITTLE ROCK, AR 72201  
PHONE 501-371-2750  
FAX: 501-683-2604  
WEBSITE [WWW.INSURANCE.ARKANSAS.GOV/LICENSE/DIVPAGE.HTM](http://WWW.INSURANCE.ARKANSAS.GOV/LICENSE/DIVPAGE.HTM)

## **AGENCY APPOINTMENT TERMINATION INSTRUCTIONS**

**Agency appointments terminations can only be processed for  
Arkansas by paper form or electronically via the [LEO](#).**

If using Form AID-LI-I71

1. The form must be printed or typed. The form must be legible or it will be returned unprocessed.
2. The form may be reproduced by copier or computer, but must remain in the same format.
3. Information must always be provided on questions 1, 2, and 3.
4. To terminate the appointment of the entire agency, complete questions 4a, 4b, and 4c.
5. To terminate the appointment of a producer under the agency appointment, then complete 5a, 5b, 5c, 5d, and 5e.
6. Complete 5f. If Rebating, Twisting or Conversion of Premium Monies, or the termination is for cause, then the company must attach documentation regarding the actions causing the termination.
7. An authorized individual of the company must sign; date and the name must be printed or typed on the form.
8. Provide a contact name and phone number in case there is a problem and the Department needs to verify information.
9. All terminations are \$10.00. The company check must be made payable to the Arkansas Insurance Department.
10. If a company sends in a termination form it will be processed - no form may be withdrawn. If the company does the termination in error, then the company must reappoint .

If you have any questions regarding the termination of an appointment, please contact the License Division at 501-371-2750.